

## **SWC# 616 Staple Groceries**

### **Contract Information and Usage Instructions**

**Contract Period:** April 1, 2015 through 05/31/2017 with 2 options for renewal through 05/31/2019.

**Summary/Background Information:** This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

#### **State Contact Information**

##### **Contract Administrator:**

Clyde Hicks  
Category Specialist  
Central Procurement Office  
(615) 741-2026  
[Clyde.Hicks@tn.gov](mailto:Clyde.Hicks@tn.gov)

##### **Secondary Contact Administrator:**

Tracy Barber  
Category Specialist  
Central Procurement Office  
(615) 741-4592  
[Tracy.Barber@tn.gov](mailto:Tracy.Barber@tn.gov)

##### **Additional State Contacts**

N/A

##### **Vendor Contact Information:**

Company name: US Foods  
Edison Contract Number: 44057  
Vendor Number: 21872

##### **Mailing address of contacts:**

US Foodservice Inc  
269 Kings Court  
Alcoa, TN 37701

##### **Contacts for Accounts Shipped from Knoxville:**

Name of contact person (Primary): Jim Gibbs  
Position of contact: Account Executive  
Phone number(s) of contact: 865-455-0422  
Email address of contact: [Jim.Gibbs@usfoods.com](mailto:Jim.Gibbs@usfoods.com)



Fax: 480-629-6898

Name of contact person (Secondary): Janet Satterfield  
Position of contact: Customer Service Rep-Sr.  
Phone number(s) of contact: 865-380-3134  
Email address of contact: [Janet.Satterfield@usfoods.com](mailto:Janet.Satterfield@usfoods.com)  
Fax: 480-629-6898

**Contacts for Accounts Shipped from Memphis:**

Name of contact person (Primary): Jimmy Green  
Position of contact: Bid Manager  
Phone number(s) of contact: 901-363-4541  
Email address of contact: [Jimmy.Green@usfoods.com](mailto:Jimmy.Green@usfoods.com)

Name of contact person (Secondary): Sidney Thompson  
Position of contact: Inside Sales Support  
Phone number(s) of contact: 901-363-4541 X3290  
Email address of contact: [Sidney.Thompson@usfoods.com](mailto:Sidney.Thompson@usfoods.com)  
Fax: 901-629-6898

**Emergency Call Procedures:**

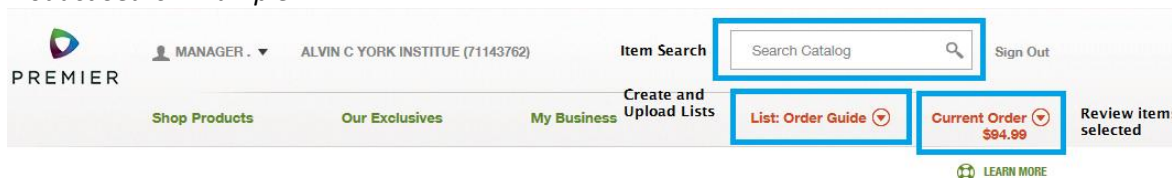
N/A

**Usage Instructions:**

- Contact the Vendor to set up and account. You will need to provide estimated ordering information prior to your first order. Expect that the account set-up and first order process could take up to two-weeks.
- Locations West of I-65 will be shipped from Memphis; Locations East of I-65 will be shipped from Knoxville.
- Orders for the Knoxville shipping location should be sent to: [Janet.Satterfield@usfoods.com](mailto:Janet.Satterfield@usfoods.com) and copied to [Jim.Gibbs@usfoods.com](mailto:Jim.Gibbs@usfoods.com); OR faxed to 480-629-6898, Attention of Janet Satterfield and copied Jim Gibbs.
- Orders for the Memphis shipping location should be sent to: [Sidney.Thompson@usfoods.com](mailto:Sidney.Thompson@usfoods.com) and copied to [Jimmy.Green@usfoods.com](mailto:Jimmy.Green@usfoods.com); OR faxed to 901-629-6898, Attention of Sidney Thompson and copied to Jimmy Green.
- Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through the US Foods website.
- The contract contains a list of core items and a cost-plus, catalog option. The prices displayed on the core list and in the catalog already include the cost-plus fee; no additional mark-up should be added.

- Minimum order (exemption) is \$350.00.
- The catalog is available through the following link and requires a username and password that will be assigned during the account set-up process: [www.usfoods.com/order](http://www.usfoods.com/order)
- ***This contract is not set-up as a punch-out at this time. If you submit an order on the US Foods site, the order will go directly to US Foods without an Edison Requisition or PO!***
- Below are screenshots containing functionality and notes to help orient you to key components of the US Foods website.

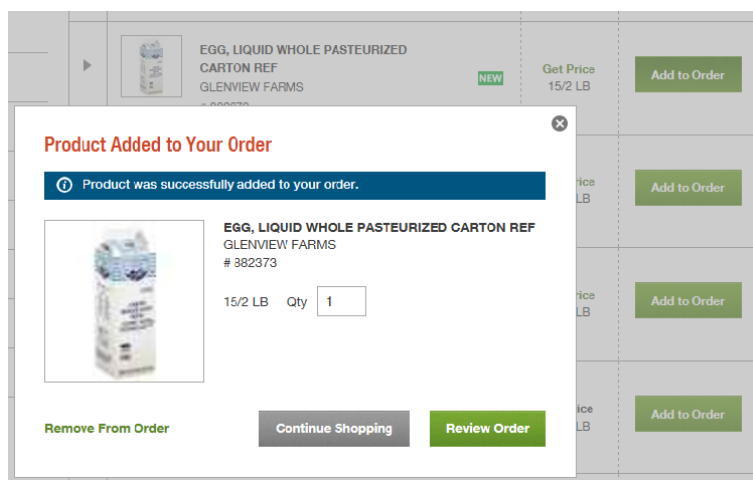
*Product Search Example:*



*Item search results for Chicken Example:*

▶		CHICKEN, BREAST 4 OZ BREADED RAW FROZEN PRIME TYSON # 3054947	✓ CMA	Get Price 42/4 OZ	Click Get Price if no price displayed Add to Order
▶		CHICKEN, NUGGET .64 OZ BREADED SEASONED BREAST MEAT CHILD- TYSON # 1484740	✓ CMA	\$13.24 / CS 2/5 LB	Add to Order and select your quantity Add to Order

*After selecting Add to Order, options to Remove item from Order, Review Order, or Continue Shopping:*



**Submit will send order directly to US Foods and will NOT create a Req and PO from Edison!**  
Click Print or Download to export selected items into a CSV file to assist with entering product information into a Requisition in Edison.

**Review Order**

(1) Products Ready To Be Ordered

PRODUCT NUMBER	DESCRIPTION	BRAND	PACK SIZE	PRICE	PRODUCT	CASE QUANTITY	EACH QUANTITY
6054688	MILK, EVAPORATED VITAMIN	JERZEE	6/#10 CN	\$48.83	CS	1	0

**Current Order Summary:**

- Total Cases: 1
- Total Eaches: 0
- Order Total: \$48.83
- Delivery Date: 06/24/2015
- PO #: Add

**Submit** (Red arrow points here with note: Submit will send order through to US Foods and will NOT create a Requisition and PO from Edison!)

**Continue Shopping**

Save Order | Cancel Order

A CSV looks like this, just like an Excel file:

	A	B	C	D	E	F	G	H
1	PRODUCT NUMBER	DESCRIPTION	BRAND	PACK SIZE	PRICE	PRODUCT	CASE QUANTITY	EACH QUANTITY
2	6054688	MILK, EVAPORATED VITAMIN	JERZEE	6/#10 CN	\$48.83	CS	1	0
3								

### Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please refer to the Reference Material on the Central Procurement Office website:

<http://tn.gov/generalservices/article/agency-reference-material>

### Billing and Payment Instructions:

FOB Destination in 7-10 Days.

Payment is Net 45 Days.

### Asset and Inventory Management:

Not Applicable.